

**UNDERGRADUATE SCHOLARSHIP, FINANCIAL AID AND TUITION FEE  
DISCOUNT POLICY OF IUB- SUMMER 2020**  
**07 JUNE 2020**

**Introduction**

1. IUB provides Scholarship, Financial Aid and Tuition Waiver to its students with certain conditions to Undergraduate and Graduate levels in all semesters. Management felt the need for a fresh look at the existing policy in order to bring it at par with other peer institutions and make IUB a preferred destination for the students.

**Aim**

2. The aim of this policy is to lay-down guidelines for awarding Scholarship, Financial Aid and Tuition Fee Discount to the deserving students of IUB.

**Purpose of Scholarship and Financial Aid in IUB**

3. The very purpose of Scholarship, Financial Aid and Tuition fee Discount in IUB is to serve the following objectives of the University:

- a. To draw meritorious students to IUB those who have demonstrated their extraordinary performance in their earlier years of college education and retain them in the University.
- b. To allow opportunities to have access to quality education to the financially disadvantaged students, those who have otherwise fulfilled the minimum criteria for admissions.
- c. To provide educational opportunities to members who have demonstrated exceptional commitment to and/or excellence in the field of education, sports, leadership, and extra and co-curricular activities.
- d. To allow incentives to own IUB employees, spouse, and their dependents.

**Source of Funds and General Provision of the Fund**

4. The sources of fund for scholarship and financial aid will include the followings as per the Private University Act 2010, Article 41 and Article 29.0 of IUB Bye Laws:

- a. Unconditional donation from any philanthropic individuals, groups of people and charitable trusts.
- b. Loans and donations obtained from any philanthropic individuals, groups of people, charitable trusts or the Government.
- c. Fees received from the students.
- d. Any other sources approved by Government or the University Grants Commission (UGC).

5. In addition to the above, the undermentioned sources will also be used for Scholarship and Financial Aid. These will be implemented as per the understanding between the donor and IUB. These are:

- a. Endowment fund (s).
- b. Individual donations by the Trustees of BOT, ESTCDT, and any philanthropist approved by BOT.

## General Guidelines for Merit Scholarship/Financial Aid/Tuition Fee Discount

### 6. General Rules.

- a. **Overall Revenue for this Policy.** Scholarship and Financial Aid will be generally **10% of the total tuition fee** of the University or any other percentage decided time to time by the Board of Trustees.  
  
3% quota for Freedom Fighters and 3% for students from underdeveloped and financially disadvantaged community would be maintained based on the semester intake.
- b. **Applicability of the Policy.** This policy will be applicable for students enrolled in Summer 2020. The previous rules/policy will remain in-vogue for the students registered till Spring 2020.
- c. Scholarship/discount will be granted only on tuition fees unless specifically mentioned under the category.
- d. If a student qualifies for two Scholarship/Discount, s/he be eligible to enjoy only one and that the carries the higher amount, except Female discount, which will be added up with other discount/waiver/scholarship.
- e. If a student is awarded Scholarship/Discount after he/she has already registered and paid for the current semester, the amount equivalent to the remission of the discount shall be adjusted against the dues of the discount recipients from the next semester.
- f. Scholarship/Tuition Fee Discount/Waivers will be applicable for LFE (Live in Field Experience), Internship and Senior Project. This will also continue with less credit registered if required numbered of courses are not offered.
- g. **Consideration of CGPA for this Policy.** CGPA for scholarship/financial aid based on result would generally follow the principle of 'Minus one Semester' except IUB Merit Scholarship. For example, the Summer 2020 applicants will be judged on the basis of their [Autumn 2019 CGPA](#).
- h. **Withdrawal/Add Drop of Courses/Leave of Absence.**
  - 1) If any Scholarship/Aid recipients withdraws/drops from registered course (s), and his/her credit falls below minimum requirement, the aid/scholarship will discontinue as per the policy of the category.
  - 2) However, if the drop/withdraw is for any severe medical/physical condition, the student needs to apply to the Financial Aid Office through Dept/School. Such student may be allowed to continue with less credit taken in a semester as a special case. However, such exceptions will not be made for more than one semester.
  - 3) For Leave of Absence (not more than one semester) students need to apply to the Registrar's Office following IUB Policy. Once approved, such student will continue to be eligible for Financial Aid/Scholarship for the immediate returning semester based on the available semester result.

## Categories of Scholarship, Financial Aid & Tuition Fee Discount

7. IUB shall offer Merit Scholarship, Financial Aid and Tuition Fee Discount in the following categories as per the percentages mentioned against each:

**a. Merit Scholarship.**

- 1) Based on the Result of Admissions Test. : 50/100%
- 2) Result of SSC& HSC/O&A Levels. : 50/100%
- 3) Based on the Semester Result. : 30-100%

**b. Financial Aid.**

- 1) Need Based Financial Aid- **NBFA** On Entry. : 50-100%
- 2) Need Based Financial Aid- **NBFA** Returning Students : 20-100%
- 3) Children of Freedom Fighters. : 50-100%

**c. Tuition Fee Discounts.**

- 1) Extra-curricular Activities. : Up to 100%
- 2) Physically Challenged Students : Up to 100%
- 3) Saima Hall : 100%
- 4) Students from Small Tribal Community : Up to 100%
- 5) Female Students. : 10%
- 6) Sibling discount : 50%
- 7) IUB Employee & Their Dependents : 50-100%
- 8) **Special Tuition Discount on Entry** : **Up to 100%**
- 9) Son/Daughter of IUB Alumni : 10 %

## Merit Scholarship

**8. General.** Merit based **scholarship** is a financial incentive that IUB will give to a student primarily on the basis of performance in Admissions Test, Result of HSC/SSC/O/A Level and Semester result. Merit Scholarships can be taken away from a student for lack of performance prescribed by the University.

**9. Merit Scholarship Based on the Result of Admissions Test.**

**a. Percentage of Scholarship: 50 or 100%**

- b.** Top 5% of the highest scorers of the selected students in IUB Admissions Test (Test 1 & Test 2 separately) will be given 50/100% Tuition Waiver. In case all the students selected under this category do not enroll at IUB, the 5% quota would be fulfilled from the other students as per order of merit of the admissions test so as to maintain 5% promised quota from the student.
- c.** Admission Committee may decide the total number of students for 50 or 100% based on the overall standard of the intake of admissions test.
- d.** Students getting scholarship under this category need not apply to the authority, this will be given automatically.
- e.** Students of this category will have to earn minimum **30 Credits** in a cycle of one year according to any of the suggested combinations: (9+9+12), (9+12+9) or (12+9+9), as per his/her convenience. From forth semester onward the student will have to maintain a minimum of 12 credits.

**10. Merit Scholarship Based on the Result of SSC& HSC/O&A Levels.**

- a. **Percentage of Scholarship: 50 or 100%**
- b. Enrolled students fulfilling the specific criteria based on the result of SSC/HSC/O/A Level will receive this scholarship. Students deserving Merit Scholarship based on the result of SSC and HSC need not apply to the authority. Criteria are as under:

**Criteria for 100%**

- 1) Students who have GPA'5.00 (**excluding 4<sup>th</sup> subject**) in SSC and HSC on a scale of 5.00 will be given 100% Merit Scholarship on admission.
- 2) Students who achieved **five 'A'** grades in 'O' levels examination, along with **one 'A'** grades in 'A' Level will be given 100% Merit Scholarship during admission.
- 3) Students receiving '**Higher Secondary Education Board Scholarship**' will receive 100% merit scholarship on entry for one semester. Copy of the Gazette Notification to be submitted to IUB. Reassessment will be done based on table in 11(e).

**Criteria for 50%**

- 4) Students who have GPA'5.00 (**including 4<sup>th</sup> subject**) in SSC and HSC on a scale of 5.00 will be given 50% Merit Scholarship on admission.
  - 5) Students who achieved **five 'A'** grades in 'O' levels examination, along with **two 'B'** grades in 'A' Level will be given 50% Merit Scholarship during admission.
- c. No fixed quota will be applicable for Merit Scholarship based on the result of SSC/HSC/O/A Level.
- d. **Reassessment Bar for students receiving** Merit Scholarship on Admission Test and Result of SSC/HSC/O/A Levels:

<b>Reassessment Bar CGPA</b>	<b>For Students Enrolled before Summer 2019</b>	<b>For Students Enrolled from Summer 2019</b>
3.26-3.50	20%	Nil
3.51-3.69	30%	30%
3.70-3.79	50%	50%
3.80-3.84	75%	75%
3.85-4.00	100%	100%

- e. Students of this category will have to earn minimum **30 Credits** in a cycle of one year according to any of the suggested combinations: (9+9+12), (9+12+9) or (12+9+9), as per his/her convenience. From forth semester onward the student will have to maintain a minimum of 12 credits.

**11. Merit Scholarship Based on Semester Result (30-100%).**

- a. **Percentage of Scholarship: 30/50/75/100%**
- b. Based on the first semester result it will be given automatically in second semester provided the student has earned 12 credits. Student must take minimum 12 credits in subsequent semesters also.
- c. Assessment and reassessment bar for Merit Scholarship will be as under:

<b>Assessment &amp; Reassessment Bar CGPA</b>	<b>For Merit Scholarship</b>
3.51-3.69	30%
3.70-3.79	50%
3.80-3.84	75%
3.85-4.00	100%

- d. If student's CGPA falls below 3.51, his/her scholarship will discontinue and may be revived again as and when the CGPA is increased.

## Financial Aid

12. This will include need based financial aid and financial aid for the children of freedom fighters. Need Based Financial Aid (NBFA) will be provided to financially disadvantaged students. This will be given to the student who has genuine financial need to continue studies in IUB. Need to be ascertained by a Financial Aid Recommendation Committee (FARC) and Students Assistance Committee (SAC) of IUB. Children of Freedom Fighters will avail financial aid irrespective of their financial need.

13. IUB Financial Aid will have the following categories:

- a. **NBFA on Entry.** Five (5) students in a semester.
- b. **NBFA to Returning Students.** To selected returning students.
- c. **Financial Aid for Children of Freedom Fighters.**

### 14. NBFA on Entry.

- a. **Percentage of Financial Aid: 50-100%**
- b. **Number of Students. Maximum Five (5) students.**
- c. **Applicability.** Qualified in IUB admissions test and fulfil the eligibility criteria, but the financial condition of the family does not adequately support his/her studies unless supported by the University.
- d. **Other Provisions.**
  - 1) Student need to apply through the prescribed form.
  - 2) Applicable for three (3) semesters. Reassessment will be done after three semesters.
  - 3) Student need to apply after selection, with relevant papers as per the date and time announced by the Office of the Financial Aid.
  - 4) Need to be assessed and recommended to SAC by the Financial Aid Recommendation Committee (FARC) based on the papers submitted by the students and an elaborate interview with the student and the guardian. Percentage of discount to be finally approved by the SAC.
  - 5) Maintain a **CGPA of 2.75** to avail the financial aid.
- e. **General criteria for recommendation by FARC:**
  - 1) Guardians/Financial guarantor's monthly income less than Tk 25,000/-.
  - 2) Orphan, children of single mother.
  - 3) Performance in Admission Test.
  - 4) Result of SSC/HSC/O/A Level.
  - 5) Involvement in extra and cocurricular activities.
  - 6) Any other qualifying documents/papers in support of the financial need.

### 15. NBFA to Returning Student.

- a. **Percentage of Financial Aid: 20-100%**
- b. **Applicability.** Completed **24 credits** and has a CGPA of **minimum 2.75** but due to some unavoidable circumstances, the family income has suddenly fallen below an acceptable level and the student is unable to continue unless supported by the University. Student may apply before completion of second in Semester/24 Credits.
- c. **Other Provisions.**
  - 1) Student need to apply through the prescribed form.
  - 2) Applicable for two (02) consecutive semesters without any reassessment. After two semesters the student will have to apply again for financial aid.

- 3) Maintain a **CGPA of 2.75**. However, under special circumstances, SAC may approve need based financial aid to a student with CGPA below 2.50 who is under extreme financial difficulties.
  - 4) Need to be assessed and recommended to SAC by the Financial Aid Recommendation Committee (FARC) based on the papers submitted by the students/interview. Percentage of discount to be finally approved by the SAC.
- d. Composition of the Financial Aid Recommendation Committee (FARC) will be as under:
- 1) Head of Undergraduate Admissions and Financial Aid
  - 2) One Deputy Director from Finance and Accounts.
  - 3) Deputy registrar/Assistant Registrar.
  - 4) Asst Director from Admissions and Financial Aid.
  - 5) Members of Financial Aid Office, IUB.
- e. **General criteria for recommendation by FARC:**
- 1) Guardians/Financial guarantor's monthly income (Less than Tk 25,000/- for NBFA on Entry).
  - 2) Performance in Admission Test
  - 3) Result of SSC/HSC/O/A Level
  - 4) Result at IUB.
  - 5) Involvement in extra and cocurricular activities.
  - 6) Any other qualifying documents/papers in support of the financial need.

#### **16. Children of Freedom Fighters (100%).**

- a. Up to 100% Financial Aid will be provided to the children of Freedom Fighters. This Financial aid be time to time reviewed as per the government policy circulated to IUB by UGC. **Efforts will be made to get all relevant papers vetted from the respective Govt offices/Ministry as appropriate before awarding the financial aid.**
- b. Documents to be submitted for availing Financial Aid under this category are as under:
  - 1) Financial Aid Application Form.
  - 2) Application (Addressed to the VC).
  - 3) Photo (Two copies of applicant).
  - 4) Freedom Fighter's Certificate.
  - 5) Birth Certificate of the applicant.
  - 6) Online registered copy. (the website address: <http://ff.molwa.gov.bd/ps>)
  - 7) Gazette Notification.
  - 8) Approval Certificate from local Govt. representative (PM/commissioner/ chairman/ Freedom fighter sector commander/ equivalent).
  - 9) Allowance book.
  - 10) National ID Card of the Freedom Fighter.
- c. Reassessment bar for the Freedom Fighter's category are as under:

<b>CGPA</b>	<b>Percentage</b>
3.25 - 4.00	100%
2.50 - 3.24	50%

## Tuition Fee Discounts

**17. General.** Tuition Fee Discount will be a tuition waiver where the University relinquishes its right to charge a tuition or other fees to a group of students as a general policy of the University. Some of the academic pre-conditions which are generally set out for Merit Scholarship and Need Based Financial Aid may not be applicable for some of the categories (Female Discount, Discount for Extra-curricular Activities) under the category of Tuition Fee Discount. The details are as under:

**18. Extracurricular Activities (Up to 100%).**

- a. Up to 100% Tuition discount for outstanding performance in sports, extra and co-curricular activities for recognition at national level.
- b. Take minimum **9 Credits** in a Semester. In exceptional circumstances, may be allowed to continue with 6 credits in one semester if recommended by the relevant office/dept/adviser and approved by the Office of the Financial Aid.
- c. Maintain **CGPA of 2.00** in every semester.
- d. Furnish all documents/certificates from authentic board/team/office in support of the claim.

**19. Physically Challenged Students (Up to 100%).**

- a. Physically challenged or student with special physical need may be given up to 100% tuition waiver based on the type and pattern of disability.
- b. Take 9 credits in a Semester. In exceptional circumstances such student may be allowed to continue with **6 credits** only based on the degree of disability if recommended by the dept/school and approved by the Office of the Financial Aid.
- c. Maintain **CGPA of 2.00** every semester.
- d. Student will have to submit requisite papers/certificate/Medical certificates etc in support of the disability.

**20. Saima Hall (100%).**

- a. Meritorious underprivileged female student from outside Dhaka may be given tuition discount up to 100% on admission to IUB.
- b. Take minimum **9 Credits** in a Semester and maintain a **CGPA of 2.75** in every semester.
- c. All the cases of Financial Aid related to Saima hall will be recommended by the committee for administrating Saima Hall.

**21. Students from Small Tribal Community (Up to 100%).**

- a. Students of disadvantaged or small tribal community may be provided with up to 100% tuition discount.
- b. Maintain **CGPA of 2.75** and take minimum **09 credits** in a semester.
- c. Required documents for students of this category:
  - 1) Birth certificates/ Citizenship certificate.
  - 2) Father's national ID card.
  - 3) Certificate from the local Upazilla Chairman/UNO.

**22. Female Students (10%).**

- a. IUB will offer 10% Tuition fees discount for female student on admissions to IUB.
- b. **Female student needs to apply to the Financial Aid office to avail this discount.**
- c. Awardee has to take minimum **12 Credits** in a Semester and maintain **CGPA of 2.75**.
- d. If a student qualified for other discount/waiver, 10% female waiver will be given on top of the other waiver/discount i.e. 10% + other waivers.

**23. Sibling Discount (50%).**

- a. Siblings of the student studying at IUB will receive 50% tuition fees discount. If more than two siblings studying at the same time, the third one will also get 50% discount.
- b. Discount awardees must maintain a **CGPA of 2.75** and take minimum **12 credits** in a semester at undergraduate level. If any of them studying at graduate program, he/she need to take at least 6 credits in that semester.
- c. Required documents for siblings' discount:
  - 1) Birth certificates of both the students.
  - 2) Parents national ID card.
  - 3) Any others relevant documents if required.

**24. IUB Employees and their Dependents (50/100%).**

- a. IUB confirmed employees and their dependent children will enjoy 50% tuition fee discount.
- b. Employee up to Grade 3 and their dependents may be given 100% waiver to include admissions and activities fee.
- c. IUB employee must complete his/her probation to avail this discount.
- d. Discount awardees must maintain a **CGPA of 2.75** in every regular semester to avail the same tuition fees discount with **9 credits**.
- e. Dependent will only include the children and spouse of IUB Employee.

**25. Special Tuition Discount on Entry (Up to 100%).**

- a. **Percentage of Discount: 20-100%**
- b. **Number of Students: Five (5) students in a Semester.**
- c. **Applicability.** **Recommended by a Trustee**, Special Tuition Discount on Entry will be provided to a student subject to qualifying in the admission test and fulfilled the minimum admissions criteria as per IUB policy, but the financial condition of the student does not adequately support his/her studies unless financially supported.
- d. **Other Provisions.**
  - 1) IUB Trustee may recommend this discount to a student for a year.
  - 2) May be given from first Semester and subsequently, the awardee needs to maintain a **CGPA of 2.75** and register for minimum **9 credits**.
  - 3) All applications with SACs recommendation will be placed to the Chair BOT for final approval.
  - 4) Once approved the, the same discount will continue for three consecutive semesters.

**26. Son/Daughter of IUB Alumni (10%)**

- a. IUB will offer 10% Tuition fees discount for son/daughters of IUB Alumni on admissions to IUB.
- b. If the student qualifies for other discount/waiver, this 10% will be given on top of other discounts.
- c. Maintain a **CGPA of 2.75** and take minimum **12 credits** in a semester.



## **Documents Required for Scholarship/Financial Aid/ Tuition Fee Discount**

27. The following documents are required while submitting applications for Scholarship/Financial Aid/Tuition Fee Discount.

- a. TIN Certificate of financial guarantor.
- b. Financial guarantor's bank statement.
- c. Employee should submit Employer's salary certificate from the employer.
- d. Businessmen will submit a photocopy of the business trade license.
- e. Latest academic transcript.
- f. Birth Certificate and Citizenship Certificate from the local authority for indigenous students.
- g. Certificate/Papers regarding medical conditions if any.

### **Notes:**

- a. Depending on the present occupation/job/lifestyle of the Guardian/Financial Guarantor, some of the above documents may not be mandatory, if the purpose/reason for not having those are acceptable to the Financial Aid Office.
- b. Submission of TIN and Bank Statement of the financial guarantor is mandatory for all applications. In exceptional circumstances, if the relevant papers cannot be made available to IUB, the Financial Guarantor needs to mention the same in the application.

## **Change of the Policy**

28. The University reserves the right to revise the policy, information, requirements, regulations or conditions for financial aid at any time. Whenever, changes occur, an effort will be made to notify the same to all concerned.

## **Appraisal to the Board**

29. Office of the Finance & Accounts, and Office of the Financial Aid to jointly keep the BOT informed about the status of the financial aid, category-wise number of aid recipients and expenditure for Scholarship and Financial Aid for every semester.

## **Approval of The Policy**

30. The policy will be placed to the Syndicate and BOT for approval. After approval, the same will be effective from **Semester Summer 2020**.